



City Hall & Civic Center Facility Rentals

24200 NE Halsey Street, Wood Village, OR 97060

www.woodvillageor.gov/facility-rentals

reservations@woodvillageor.gov

(503) 667-6211

Council Chambers

Council Chambers Rental Options

AVAILABILITY

Evenings After 5:00 PM

All Day on Weekends

MAX OCCUPANCY

Seating Capacity: 80

Standing Capacity: 114

AMENITIES & FEATURES

Mobile Council Dais (various configurations)

Microphones

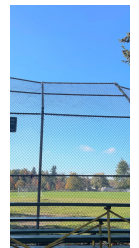
Teleconference Capable

Smart TV (connection requires HDMI cable)

Dirks Conference Room

Donald L Robertson City Park Plaza (non-exclusive use)

Full Kitchen (stove, refrigerator, freezer, dining, and glass ware)



Stanley & Rita Dirks Conference Room

Conference Room Rental Options

AVAILABILITY

All Day on Weekdays

All Day on Weekends

MAX OCCUPANCY

Seating Capacity: 12

Standing Capacity: 22

AMENITIES & FEATURES

Conference Table with Rolling Chairs

Smart TV (connection requires HDMI & USB cables)

Rental Information

Tables: Ten (10) 6' Round, Ten (10) 6' Banquet

Council Chambers Seating Occupancy: 80

- This is a full conference-style setup and includes both seating at the council dais and rowed seating. *

Dirks Conference Room Seating Occupancy: 12

- The conference table cannot be removed from the room but chairs can be added or removed as needed.

* Please note: Capacities are estimates based on design drawings.

Rental Reservations

CALL CITY HALL (503) 667-6211

Schedule a Viewing

Check Availability

Book a Reservation





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DAY	TIME
Monday-Friday (Day)	7:00 AM-4:30 PM
Monday-Friday (Evening)	5:00 PM-10:00 PM
Saturday	7:00 AM-10:00 PM
Sunday	7:00 AM-10:00 PM

Scheduling & Fee Structure

1. Council Chambers is available most weekday evenings after 5:00 PM and all day on weekends.
2. The Dirks Conference Room is available most weekdays and weekends.
3. Rentals can only be made up to one year in advance.
4. The parking lot, plaza, and splash pad are a part of Donald L Robertson City Park. Rental of a facility does not provide exclusive use of any amenity outside the designated areas
5. Alcohol is not permitted outside of the building.

Affiliate Rate & In Gratis Use

Non-profits, community groups and governments may qualify for the affiliate rate if their mission values align with those of the City of Wood Village. They may also apply for *in gratis* use. To learn if your group qualifies for the affiliate rate or *in gratis* use, please contact city@woodvillageor.gov.

CITY HALL COUNCIL CHAMBERS (80 PERSON CAPACITY)

Type	Monday-Friday * (7:00 AM - 4:30 PM)	Monday-Friday * (5:00 - 10:00 PM)	Saturday +	Sunday +	Less than 10 Days Notice
Community Member/Affiliate	\$50 / hour	\$70 / hour	\$70 / hour	\$70 / hour	\$50 / hour
Business/Non-Community Member	\$100 / hour	\$140 / hour	\$140 / hour	\$140 / hour	N/A

DIRKS CONFERENCE ROOM (12 PERSON CAPACITY)

Type	Monday-Friday * (7:00 AM - 4:30 PM)	Monday-Friday * (5:00 - 10:00 PM)	Saturday +	Sunday +
Community Member/Affiliate	\$25 / hour	\$25 / hour	\$25 / hour	\$25 / hour
Business/Non-Community Member	\$50 / hour	\$50 / hour	\$50 / hour	\$50 / hour

* 2 hour minimum; includes a 30 minute period before and after the event for set up and cleaning

+ 4 hour minimum; includes a 1 hour period before and after the event for set up and cleaning



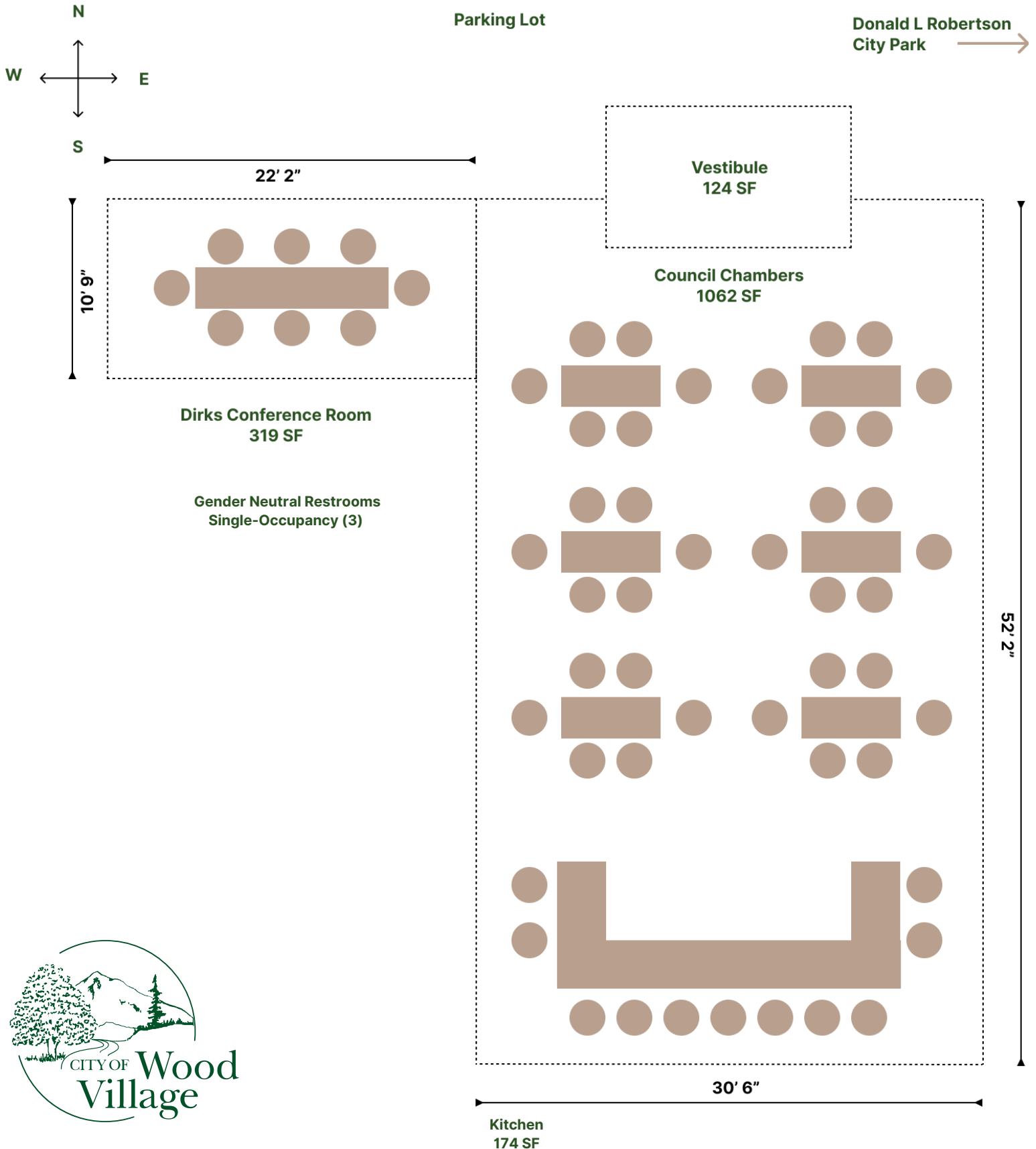
City Hall & Civic Center Sample Layout

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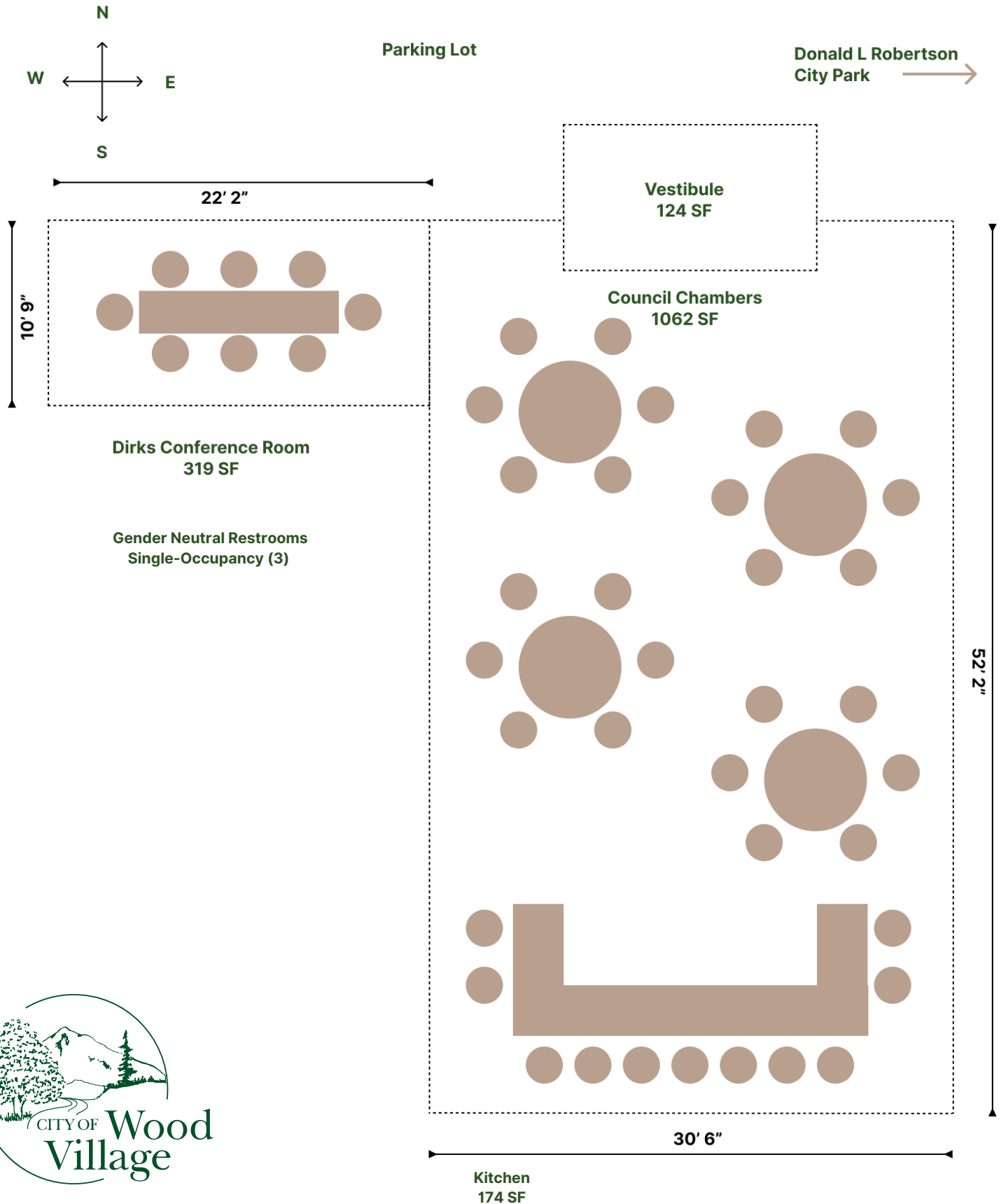
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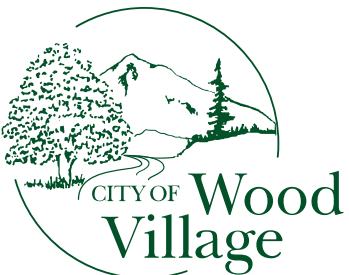
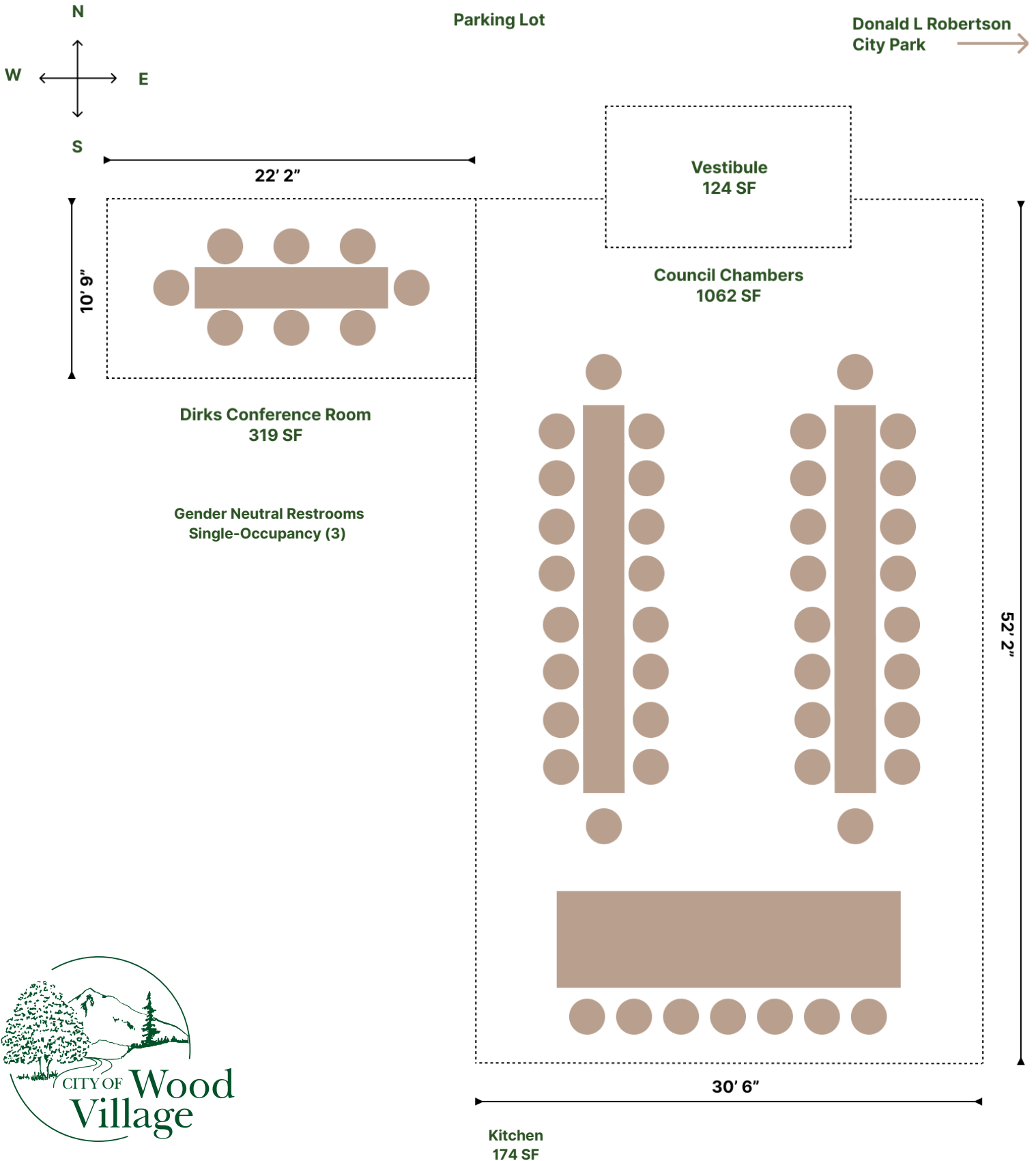
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